

CITY OF GREENVILLE

POLICY NO: HR-40

DATE: AUGUST 28, 2009

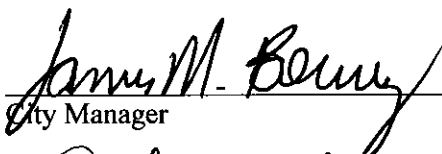
SUBJECT: Employee Attendance Policy

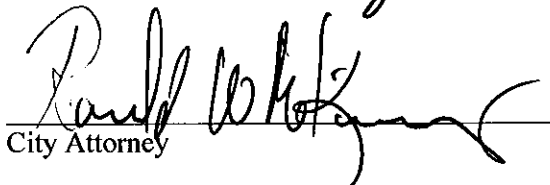
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APPROVALS:


City Manager


City Attorney


Human Resources Director

I. Purpose

The purpose of this policy is to establish clear expectations regarding time and attendance.

II. Applicability

This policy applies to all classified City of Greenville employees.

III. Definitions

- **Absenteeism:** Failure to report to work or to remain at work as scheduled. Absenteeism does not include appropriately scheduled leave and authorized absences.
- **Authorized Absences:** Any prearranged absence from work which is authorized by the employee's supervisor or Department Director. Authorized absences include bereavement leave, jury/witness service, military leave, Family Medical Leave Act (FMLA), scheduled leave, etc. Prescheduled medical/professional appointments (e.g. lawyers, clergy, counseling, etc.) or other compelling reasons may also be considered as excused absences with prior supervisory approval.
- **Excessive Absences:** Excessive absences exists when an employee's absence from work, whether excused or not, has an adverse effect on a department's ability to complete normal work requirements or provide normal services. The employee's frequent absences render the employee unavailable for work, thus creating a hardship on the department.
- **Excessive Absence Restrictions:** Frequent and repetitive absences from the workplace that hinder an employee's ability to satisfactorily prepare and complete their assignments. An employee with excessive absenteeism has absences which are typically short-term and for a multiplicity of reasons. Such absences do not include pre-approved general leave, Family Medical Leave, jury duty, bereavement leave, etc. In cases where there is a pattern of excessive or unauthorized absences, additional time and documentation restrictions will be imposed on the employee for requesting and obtaining leave approval.
- **Exempt Employee:** Pursuant to FLSA, exempt employees do not receive overtime pay or compensatory time off for those hours worked over 40 in a workweek. Exempt employees are expected to work whatever hours are necessary to satisfactorily perform their job responsibilities without regard to the number of hours worked. In recognition of this requirement, the City provides 40 hours of exempt leave per year (prorated during the first year of employment) for such employees. Exempt employees who must devote a great deal of time outside the normal office hours on business for the City shall be allowed, with the approval of their supervisor, to establish an appropriate work schedule.
- **Failure to Remain on Duty:** When an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds an allowed lunch and/or break period without authorization.
- **Fair Labor Standards Act (FLSA):** The FLSA of 1938 as amended establishes

minimum wage, overtime pay, recordkeeping, and child labor standards.

- **Job Abandonment:** An employee who does not report to work or call in for three (3) consecutive days will be considered to have abandoned his or her position. As such, the employee is considered to have voluntarily resigned his/her position and will be removed from the payroll.
- **No Call, No Show:** When an employee both fails to report to work at the start of a scheduled work shift and fails to notify the supervisor or designated person within thirty (30) minutes of the start of the work shift of the intention to be absent. Failure to call in to report an absence without reasonable cause will count as an occurrence of absence.
- **Nonexempt Employee:** Employees classified as nonexempt receive hourly wages. Nonexempt employees must be compensated either overtime or compensatory time for all hours worked over 40 hours in a workweek (86 hours per pay period for sworn Police personnel and 204 hours per 27-day period for sworn Fire personnel).
- **Normal Business Hours:** The City's standard operating hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Operating department business hours will vary to meet the needs of the public.
- **Occurrence:** An incident of absence or tardiness. The number of accumulated occurrences will lead to disciplinary action up to and including termination.
- **Patterned Absences:** When an employee's absences occur with a common factor (e.g., day of week, day before/after holiday, weekend, and general leave, or after payday, etc.). Patterned absences may also occur during critical operation periods. Each case of excessive and/or patterned absences should be handled consistently as well as reviewed on its own merit. The type of disciplinary action that the supervisor takes will depend upon the specific circumstances of the case, ensuring similar employee situations are addressed consistently. The supervisor shall consider the following factors when considering what disciplinary action to take: 1) the number of hours employee has been absent; 2) the number of occurrences; 3) the reason(s) why an employee is absent; 4) past attendance record; 5) the employee's demonstrated effort to correct attendance problems.
- **Tardiness:** When an employee fails to report to work at his/her scheduled starting time and/or to return to duty promptly at any point during the normal schedule (lunch, breaks, etc.) without supervisory approval. Instances of tardiness will be charged against the employee's general leave, and in the case of non-exempt employees may be deducted from their pay. (See page 12 for guidelines.) It will be up to the Department Director to allow an employee to make up lost time as a result of tardiness.
- **Physician's Excuse:** When an employee exhibits a pattern of absences or a pattern of requesting an unreasonable amount of time off, the employee may be required to furnish a physician's excuse upon request as proof of illness, injury, or medical/dental appointments. Supervisors must not maintain any employee medical information in their employee files. All medical information must be presented to and maintained by the Health Center.

- **Unauthorized Absence:** Any absence from work without prior approval by the employee's supervisor, supervisory designee, or Department Director. Failure to report an absence of any duration or to leave or be absent from the worksite without proper authorization is considered an unauthorized absence. An unauthorized absence will count as one occurrence.

IV. Policy

Dependable and prompt attendance is an essential function of every staff position at the City of Greenville. The efficiency of the entire work group is impaired if every employee is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum. Excessive absenteeism and tardiness disrupt normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to disciplinary action, up to and including termination. Attendance and punctuality shall be considered when the City reviews recommendations for promotions, salary increases, and transfers.

The City does recognize that, on occasion, employees may not be able to come to work or need additional time before they arrive. Sickness or other emergencies cannot always be anticipated and may require an employee to miss all or part of the work day. If an employee cannot report to work as scheduled, he/she must comply with the call-in procedures in this policy. If an absence is foreseeable, the employee must provide as much advance notice as possible.

This policy contains minimum criteria. In order to meet operational needs and commitments, City departments may adapt or modify the City's policy to reflect their unique operational needs and requirements. Supervisors are responsible for communicating the attendance policy to staff and for the fair and consistent application of the policy.

Any deviations from this policy must be approved by the Department Director and the Human Resources Director.

V. Procedures

A. Normal Business Hours

The normal work hours for the City of Greenville, excluding continuous operations and some Public Works divisions, are eight (8) hour work days, Monday-Friday, from 8:00 a.m. to 5:00 p.m. Operational department business hours may vary to meet the needs of the public, but in general, the City and its employees will observe the established normal business hours unless otherwise instructed.

B. Employee Work Schedules

Scheduled hours shall include the regular time period during which an employee is scheduled to work. Schedules shall be subject to change by department management to meet service demands, and/or effectively manage personnel costs. As allowed under the FLSA, the City of Greenville has the authority to implement across-the-board change in employee schedules without consulting the employee. It is the employee's responsibility to know and comply with his or her work schedule. The City expects all employees to be reliable and punctual in reporting for scheduled work.

All regular full-time employees are generally expected to have standard work schedules which normally call for eight (8) hours of work per day, Monday through Friday. Normal operating hours may vary by department.

Any regularly scheduled work day of 8 hours or more should provide the employee with at least a thirty (30) minute unpaid meal break each day. The meal break varies by department from one-half (½) to one (1) hour. Employees are expected to strictly adhere to the periods allotted for lunch. Under extenuating circumstances and with Department Director approval, employees may be allowed to use their meal period only to cover absences at the start or end of a day. The FLSA and state law do not require an employer to provide breaks. The decision to provide employees with breaks is at the discretion of the Department Director. Any approved breaks should be no longer than fifteen (15) minutes, there should be no more than 2 breaks per day (a morning and an afternoon break), and the breaks should be paid. Employees allowed to take breaks must return to work on time.

The City can also require employees to work a specified schedule, and has the authority to implement bona fide, across-the-board changes in schedule. From time to time, a department and employees may have certain needs that would best be served by a non-standard work schedule. The department has authority to establish and control such non-standard schedules provided the department is adequately staffed to perform its duties to the public and to the City government during normal working hours. However, employees will still be expected to work their normal number of work hours regardless of the reporting/operating schedule. Any non-standard work schedule approved by a Department Director, including the expected duration of the schedule, must be established and implemented in accordance with HR-39: Alternative Work Schedules.

C. Recording Time Worked and Leave Time

As allowable under the FLSA, the City of Greenville can require all employees to record their hours worked. Pursuant to the FLSA, nonexempt employees are subject to the overtime provisions of FLSA and therefore must accurately track and record all hours worked in a particular workweek.

Pursuant to the FLSA, exempt employees are paid on a salary basis and are paid a full salary for any week in which the employee performs any work based on a predetermined amount. For this reason, exempt employees are to record codes equivalent to their regularly scheduled workday only (typically this is 8 hours for each workday) on their timesheet.

Employees are personally responsible for ensuring the accuracy of their timesheets. All hours recorded on a timesheet should be rounded to the nearest quarter hour. The employee's signature on the timesheet implies agreement that these were the hours actually worked. Timesheets must be signed by the employee's supervisor and submitted to the departmental timekeeper by the deadline specified by that office.

D. Employee Attendance and Punctuality

Attendance and punctuality are an essential part of every City job. Employees are expected to report to work on time and work as scheduled and to comply with notification requirements for any planned and unplanned absences. The supervisor, upon evaluation of an employee's circumstances, may excuse a bona fide, unplanned absence or tardiness, and must do so consistently with all employees.

1. Notifying the Supervisor of Absences or Tardiness. In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person as soon as he/she is aware of the need to be absent or tardy. An employee must contact the immediate supervisor within thirty (30) minutes of the start of the scheduled work shift.

Except in the most unusual situations, the employee is expected to make the call personally. Asking another staff member, friend, or relative to give this information to the employee's supervisor is not considered proper notification, except under emergency situations. Sending the supervisor an e-mail or leaving him/her a voice mail is also considered improper notification, unless authorized by the supervisor.

When calling in an absence or tardiness, the employee must explain the reason for the absence or tardiness and the expected date/time of return. For unscheduled absences beyond one (1) day, daily notification is required, unless other arrangements have been made with the supervisor or designee. Failure to call in absent or late in accordance with these requirements may result in disciplinary action. Notification of absence does not automatically excuse an absence.

Employees who notify their supervisor of an unscheduled absence will be considered as having an unapproved absence if: 1) the absence puts the shift below minimal staffing requirements; 2) the supervisor on call must work a weekend shift; or, 3) the absence creates an overtime situation for other staff. Unapproved absences and tardiness will be subject to disciplinary measures as defined in Section F: Disciplinary Action for Absences and Tardiness.

2. Tardiness: All City employees are expected to arrive and be ready to begin their work day at the start of their shift as predetermined by the supervisor and/or Department Director. When an employee fails to report to work at the specified starting time and or return from lunch or approved breaks in the time allotted, he or she is considered "tardy." The first three incidents of tardiness will count as one occurrence. Subsequent incidents of tardiness will count as individual occurrences. Tardiness will be considered "excessive" when the employee has accumulated six (6) occurrences on a rolling 12-month period.

Employees who are chronically unable or unwilling to report to work on time present a hardship to other employees and customers. Employees receiving corrective action under this policy are expected to improve their attendance and punctuality. Failure to improve and/or sustain improvement shall result in the employee receiving additional counseling or disciplinary action, up to and including termination.

3. Authorized Absences: An authorized absence is any prearranged absence from work which has been approved by the employee's supervisor or Department Director in advance, or any unexpected absence for which the employee has called in accordance with this rule and received permission of the supervisor to be late or absent for a specific period of time. The acceptable timeline for scheduling absences will be established by the Department Director. The City reserves the right to require documentation of authorized reasons for absences and to verify the documentation when appropriate.

4. Unauthorized Absences: An absence shall be considered “unauthorized” whenever the employee’s supervisor and or department has not been properly notified. Unauthorized absences may include:

- Failure to call in an absence
- Failure to show to work
- Failure to submit a leave request
- Failure to submit required documentation for an unscheduled absence.

Responsibility for excusing an unauthorized absence shall rest with the immediate supervisor. Supervisory discretion should be exercised depending on the severity of the violation. The supervisor should take into consideration any mitigating circumstances and the employee’s overall attendance record when making the decision. An unexcused (unauthorized) absence may be recorded as leave without pay at the discretion of the supervisor. Otherwise, it must be charged to the employee’s general leave.

An unauthorized absence also occurs when a supervisor does not accept as reasonable an employee’s explanation for an absence or tardiness. The supervisor shall notify the employee in writing that the absence was not excused because it was unauthorized and that it will be submitted as unapproved leave without pay. A copy of the letter shall be placed in the employee’s personnel file.

A nonexempt employee will not be allowed to apply general leave or compensatory time to any unexcused absence, regardless of circumstances.

5. No Call, No Show: An incident of no call, no show occurs when an employee both fails to report to work at the start of a scheduled work shift and fails to notify the supervisor or designated person within thirty (30) minutes of the start of the work shift that he/she plans to be absent. Repetitive but non-consecutive incidents of no call, no shows will result in disciplinary action up to and including termination. Each no call, no show will be counted as one occurrence. Three consecutive no call, no show occurrences will result in immediate termination.
6. Job Abandonment: Employees who do not report to work or call in for three (3) consecutive days will be considered to have abandoned their respective position. Job Abandonment is considered a voluntary action on the part of the employee and will be considered an immediate, voluntary resignation of employment. Further written notice to the employee of the City’s recognition of the abandonment is not required for this provision to be effective, but the Human Resources Director has the discretion to provide such written notice.
7. Failure to Remain on Duty: An incident of failure to remain on duty occurs when an employee leaves the work site during scheduled work time without authorization. Incidents of failure to remain on duty will be treated in the same manner as an unauthorized absence. Each unauthorized early departure will count as one occurrence.
8. Unapproved for a Holiday: Any absence from a scheduled shift on a recognized holiday will be counted as two (2) occurrences of unauthorized absences for disciplinary purposes.

9. Patterned Absences: A pattern of absence (leave abuse) exists when an employee's absences occur with a common factor (day of week, day before/after holiday, specific time and or day of month, etc.). Patterns of absences may include:

- Repeated failure to give proper notice of absence(s)
- Repeated failure to meet the expectations that he or she will be on the job, on time, when scheduled to work
- Frequently calling in sick on the first or last day of the workweek, creating a Monday-Friday absence pattern
- Repeated or patterned absences on a specific day of the week
- Exhausting general leave balances and requesting unpaid absences not covered by the FMLA or Americans with Disability Act (ADA)
- Unauthorized absences from work the day before or after a holiday or pay day
- Taking frequent unscheduled leave days
- Frequently leaving work early without permission
- Coincidence of absence after having been denied a request for time off
- Coincidence of absence when an employee is given a work assignment that is undesirable to the employee

Employees exhibiting a pattern of absence will be subject to progressive disciplinary action.

10. Excessive or Unauthorized Absences: A pattern of excessive absences exists when an employee's absences from work, whether excused or not, have a serious negative effect on a department's ability to provide service. These absences can be for medical and non-medical reasons. If the absences are for medical reasons, requirements of federal and state law may dictate that certain absences not result in disciplinary action (e.g., FMLA, ADA etc.). Departments must consult with the Human Resources Director regarding such determinations.

In cases where there is a pattern of excessive or unauthorized absences, notice will be given to the employee that his/her excessive absences are a hardship on the work unit and that additional requirements must be met in order to receive approved leave. These "excessive absence" restrictions requirements include:

- Two (2) weeks notice for use of general leave
- Documentation to support other paid leave (e.g. funeral leave, jury duty etc.)
- A physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when general leave without pay is requested.

After notice of excessive absences has been given, another incident of unauthorized or excessive absence shall result in disciplinary action at the next higher step of progressive discipline. If continuing absences result in leave without pay in two

consecutive pay periods, even absences justified by a physician's statements may not be excused. In this case, the next higher step of progressive discipline may be applied.

When an employee has been placed on "excessive absence" restrictions, the supervisor should complete a regular review of the employee's attendance record at least every six (6) months. The supervisor may lift these restrictions, if the employee corrects the pattern of excessive absences. An employee may request a review of his or her status related to excessive absence restrictions, if the supervisor does not initiate one. Supervisors should notify employees in writing regarding their status following each regular review.

11. FMLA and Attendance: When an employee's status is placed on FMLA, attendance is counted as part of the FMLA leave and therefore not subject to the attendance policy. Should the employee not return the required medical certification form(s) in accordance to the designated FMLA letter timeline; the employee's absences will not be approved and will be considered unauthorized.
12. Unpaid Leaves of Absence: In the event an employee requires time off from work beyond all available leave, the employee may submit a request for an unpaid leave of absence to his/her Department Director. The Department Director must advise the Human Resources Director and together they will determine whether to grant the request and will notify the employee of their decision. The employee will be responsible for paying his or her share of benefits cost during such unpaid absence. The employee may appeal an unfavorable decision to the City Manager within five (5) days of receiving the denial for leave. The City Manager's decision shall be final.
13. Inclement Weather: Employees are expected to report for work on time in order to ensure the appropriate delivery of services to the public and other employees. In the event that some of the City's operations are unexpectedly canceled or delayed, such as inclement weather, timely announcements will be made by local television and radio stations. It is normal, however, that City services will continue to operate during snow or other severe weather and employees will normally be expected to report to work or use general leave.
14. All other Absences: All other absences will be administered on a case-by-case basis. If there are questions, the supervisor/Department Director should consult with the Human Resources Director.

E. Physician's Statement and Release to Return to Work

1. Absences Involving Three (3) Consecutive Days. An employee who has been absent with approval for three (3) or more consecutive working days is required, upon returning to work, to present a doctor's note indicating the nature of the employee's medical condition and any limitations to the Health Center. The Health Center will issue a Return to Work slip to the employee as appropriate.

The City via the Occupational Health Nurse may request a confirming statement and release to work form from the consulting physician which indicates:

- The nature of the illness/injury

- The expected duration of the illness/injury
- The anticipated return to work date
- The limitations or restrictions for work duties
- The signature of the physician.

Employees who report to work without a requested written release may be sent home without pay.

2. Patterned Absences/Unreasonable Leave Requests. When an employee exhibits a pattern of absences or a pattern of requesting an unreasonable amount of time off, the employee may be required by his/her supervisor in coordination with the Health Center to furnish a physician's excuse upon request as proof of illness, injury, or medical/dental appointments.

The supervisor, who obtains a physician's excuse from the employee, shall require the employee to present his/her medical forms to the Health Center. **At no time, shall a supervisor maintain medical related information in the employee's file.** Violation of this rule against the retention by the supervisor of such information means the supervisor is exceeding his or her scope of authority, and the supervisor could be subject to penalties under federal law.

All medical information must be maintained by the Health Center to ensure the protection of the employee's personal health information. The supervisor shall ensure the confidentiality of an employee's medical information at all times.

3. Emergency Conditions: In the event an emergency or hospitalization occurs due to sudden illness or accident, the immediate supervisor should be notified by the employee or his or her emergency contact as soon as possible. The employee must present a return to work authorization from their medical provider to the Health Center before assuming his/her regular duties.

F. Disciplinary Action for Absences and Tardiness

Employees who are repeatedly absent and/or tardy may create problems for their work units. Repeated or excessive tardiness and/or absenteeism, other than FMLA qualified leave, may be considered by the supervisor as excessive. Excessive absenteeism may result in discipline, up to and including termination. Progressive disciplinary actions related to the number of attendance related incidents, unauthorized absences and excessive and/or patterned absences have been established to deal with attendance problems. Before taking corrective action, supervisors must ensure that employees have been informed of this policy as well as any departmental attendance policy, be placed on notice that attendance problems exist, and cautioned that there may be specific consequences up to and including termination for attendance violations. Exhibit A: Attendance Disciplinary Warning form should be used to document attendance issues. Exhibit B: Attendance Policy Acknowledgment form should be obtained from each employee and a signed copy submitted to Human Resources.

1. Counting Unauthorized/Excessive Absences: Unauthorized and excessive absences will be counted on a rolling 12-month period as follows:
 - An unauthorized absence for at least one-half the workday or a full work day will be counted as one occurrence.

- An unauthorized early departure will count as one occurrence.
- Any absence from a scheduled shift on a recognized holiday will be counted as two (2) occurrences for disciplinary purposes.
- An unauthorized absence of three (3) consecutive work days is considered a voluntary resignation.
- Six (6) nonconsecutive occurrences of unauthorized absences will be considered excessive and lead to termination.

2. Disciplinary Actions for Unauthorized Absences: The City will use progressive discipline to correct employee absenteeism as follows:

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|---|---|
| • First Unauthorized Absence: | Verbal Warning (Supervisors must make a note to the file regarding the verbal warning.) |
| • Second Unauthorized Absence: | Written Warning |
| • Third (nonconsecutive) Unauthorized Absence: | One (1) day suspension without pay |
| • Third <u>Consecutive</u> Unauthorized Absence: | Termination with Department Director, Human Resources Director, and Legal Approval |
| • Fourth (Nonconsecutive) Unauthorized Absences: | Three (3) days suspension without pay |
| • Fifth (Nonconsecutive) Unauthorized Absences: | Five (5) days suspension without pay |
| • Sixth (Nonconsecutive) Unauthorized Absence or six total occurrences: | Termination with Department Director, Human Resources Director, and Legal Approval |

2. Counting Occurrences of Tardiness: Tardiness will be counted as an occurrence on a rolling 12-month period as follows:

- The first three (3) incidents of tardiness will count as one occurrence.
- Each subsequent incident of tardiness will count as one occurrence.
- Six (6) occurrences of tardiness will be considered excessive and lead to termination.

3. Disciplinary Action for Tardiness: Employees who routinely arrive late or leave early are subject to discipline, up to and including termination. The supervisor may notify employees who routinely arrive late and/or leave early, that their use of general leave to cover these occurrences will not be approved. This notification should be in writing, with copies given to the employee and to the Human Resources Department. Any notified employee who will not or cannot correct their tardiness or early departure is subject to further disciplinary action up to and including termination. It will be at the discretion of the Department Director or his/her designee to allow make up time.

The City will use progressive discipline to correct employee tardiness as follows:

- | | |
|---|--|
| • First occurrence of tardiness (i.e., first 3 tardiness) | Verbal Warning (Supervisors must make a note to the file regarding the verbal warning .) |
| • Second occurrence of tardiness: | Written Warning |
| • Third occurrence of tardiness: | One (1) day suspension without pay |
| • Fourth occurrence of tardiness: | Three (3) days suspension without pay |
| • Fifth occurrence of tardiness: | Five (5) days suspension without pay |
| • Sixth occurrence of tardiness: | Termination with Department Director, Human Resources Director and Legal Approval |

4. Excessive Absenteeism and Tardiness: Employees who are repeatedly absent may create problems for their work units. Repeated or excessive absences other than FMLA qualified leave may be considered by the supervisor as excessive. Supervisors reserve the right to address excessive absences by requesting a doctor's certification to validate the employee's illness. If it becomes apparent that an employee has established a pattern of excessive absenteeism or tardiness, and there is no improvement on the employee's part to correct this problem, then the employee is subject to termination. Proper documentation must be submitted to the Human Resources Director for review prior to initiating a termination.

G. Docking Employees for Absences/Tardiness

1. Nonexempt: Compensation is provided to non-exempt employees for all hours that an employee is suffered or permitted to work. A non-exempt employee may be docked for absences in excess of accrued general leave, tardiness, early departure, disciplinary suspension, and/or absences with sufficient notification or justification.

Nonexempt employees shall have pay docked for tardiness as follows:

- Between 0-7 minutes, no docking shall occur
 - Between 8-22 minutes, ¼ hour of pay docked
 - Between 23-37 minutes, ½ hour of pay docked
 - Between 38-52 minutes, ¾ hour of pay docked
 - Between 53-67 minutes, 1 hour of pay docked.
2. Exempt Personnel: The FLSA allows employers to require exempt employees to record and track work hours; work a specified schedule; and implement across-the-board bona fide changes in schedule under certain circumstances without affecting an employee's exempt status. An exempt employee's pay is not subject to reduction because of variations in the quality or quantity of the work performed other than the following permissible deductions:

- Violations of certain workplace conduct rules, in full-day increments
- Safety violations of major significance, in partial or full-day increments
- Full workweek suspensions, regardless of reason
- Any days not worked during the initial and final weeks of employment
- Deductions for partial-day absences when leave was not used or has been exhausted
- Budget-required furloughs.

While exempt employees are not subject to pay docking for arriving to work late, their continued failure to adhere to established work hours as directed by their supervisor makes them subject to counseling and subsequent discipline for failure to follow a supervisor's reasonable directive. The City of Greenville may reduce an exempt employee's paid leave time in increments of fifteen (15) minutes for any amount of time the employee has missed rounded to the nearest quarter hour.

G. Roles and Responsibilities

1. Department Director's Responsibilities. All City Department Directors are responsible for:
 - Ensuring that all employees are fully aware of the City's Employee Attendance policy.
 - Communicating departmental-specific attendance policy and procedures to all employees. Departmental managers and supervisors are required to have each employee sign an acknowledgement form indicating that the employee has received the department's Attendance policy and procedures. The original signed acknowledgment form shall be maintained in the employee's HR file.
 - Documenting and addressing absence and tardiness problems in a timely manner.
 - Taking appropriate corrective actions and submitting documentation to Human Resources.
 - Determining if supervisors or employees are complying with the policy and taking appropriate follow-up actions.
2. Supervisor's Responsibilities. All City supervisors are responsible for:
 - Ensuring that all employees under their supervision are fully aware of the City's and Department's Employee Attendance policy and procedures.
 - Approving individual work schedules and subsequent deviations consistent with the needs of the City or respective department.
 - Maintaining appropriately detailed, accurate, and up-to-date absence records for their staff (e.g., the date of and reason for the absence, length of absence, type of leave charged, and, if appropriate, a notation indicating that the employee failed to provide proper notice of the absence).
 - Ensuring the accuracy of employee timesheets.

- Accounting for the scheduled work hours of their subordinate employees.
- Coordinating employee return to work with the Employee Health Center.
- Ensuring employee personally presents all medical statements to the Occupational Health Nurse.
- Ensuring that no employee medical information is kept in the department's or supervisor's personnel files except for the Return to Work form provided by the Health Center.
- Maintaining the confidentiality of employee medical information.
- Identifying any patterns or trends of absence which cause concern.
- Implementing attendance progressive disciplinary procedures in a fair and consistent manner.
- Providing the necessary documentation to support all disciplinary actions.

3. Employee's Responsibilities. All City employees are responsible for:

- Becoming familiar and complying with the City's and their respective Department's Employee Attendance Policy and procedures.
- Reporting to work as scheduled by his/her supervisor/manager.
- Returning to work from lunch and any authorized breaks on time.
- Notifying supervisor as far in advance as practical of expected absences from work. The reporting of such information must include the reason for the absence and expected return to work information, and any other information that would have an impact on the work environment during the employee's absence.
- When unable to report to work, personally notifying his/her manager or designees at the earliest opportunity, but at least thirty (30) minutes before the scheduled starting time or as required by departmental procedures. Unless a verifiable emergency situation dictates otherwise, messages may not be left by third parties (i.e., friends, relatives, etc) or left with administrative staff or co-workers unless the immediate supervisor has designated that individual to receive absence notifications).
- Obtaining prior approval from their immediate supervisor for leaves, tardiness, early departures, or any deviation from their work schedule.
- Minimizing absences related to unanticipated absences.
- Completing time sheets accurately.
- Their own actions or inactions related to this policy.

Attendance Disciplinary Warning

Employee Name _____ Incident Date _____

Employee Dept. _____ Warning Date _____

Reason for Warning/Suspension without Pay

Absence

- [] 1st Unauthorized Absence
 [] 2nd Unauthorized Absence
 [] 3rd (non-consecutive) Unauthorized Absence
 [] 4th (non-consecutive) Unauthorized Absence
 [] 5th (non-consecutive) Unauthorized Absence
 [] Excessive/Patterned Absence

Tardiness

- [] 1st Occurrence of Tardiness
 [] 2nd Occurrence of Tardiness
 [] 3rd Occurrence of Tardiness
 [] 4th Occurrence of Tardiness
 [] 5th Occurrence of Tardiness
 [] Excessive Tardiness

Type of Warning

- [] Verbal Warning (Warning Date _____)
 [] First Written Warning (Prior Warning Date _____)
 [] Second Written Warning--Suspension without pay (Prior Warning Date _____)
 [] Final Written Warning-- Suspension without pay (Prior Warning Date _____)

Supervisor Comments (Provide any related documentation)

Employee Comments

Signatures

I understand similar violation of City policy will be cause for further discipline up to and including termination. (Send original signed copy to Human Resources.)

Employee _____ Date _____

Supervisor _____ Date _____

Manager _____ Date _____

Department Director _____ Date _____

City of Greenville Employee Attendance Policy Employee Acknowledgement

Dependable and prompt attendance is an essential function of every staff position at the City of Greenville. The efficiency of the entire work group is impaired if every employee is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum. Excessive absenteeism and tardiness disrupt normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to disciplinary action, up to and including termination. Attendance and punctuality shall be considered when the City reviews recommendations for promotions, salary increases, and transfers.

The City does recognize that, on occasion, employees may not be able to come to work or need additional time before they arrive. Sickness or other emergencies cannot always be anticipated and may require an employee to miss all or part of the work day. If an employee cannot report to work as scheduled, he/she must comply with the call-in procedures specified and the City's Employee Attendance policy. If an absence is foreseeable, the employee must provide as much advance notice as possible.

I have received a copy of the City of Greenville's Employee Attendance Policy and understand that the City requires dependable and prompt attendance.

Employee Signature

Date